

County Administration

Mission:

The County Administrator is the chief administrative officer of the County, appointed by the Board of Supervisors, responsible for the execution of policies established by the Board. The County Administrator also serves as the Director of Emergency Services and is chiefly responsible for all purchasing done on behalf of the Board of Supervisors.

Goals:

- Handle the daily administrative operations of the County.
- Provide administrative and legislative support services to the Board of Supervisors.
- Develop an annual budget.

Implementation Strategies for FY2004:

- Continue implementation of the County's Program Effectiveness Process.
- Continue efforts to support high-quality customer service delivery.

Budget Issues:

- In FY2000, a Secretary's position, which performed the duties of the County's Website coordinator, was transferred to Computer Support Services.
- In FY2001, a part-time secretarial position was added to support the consolidation of the County Administration, County Attorney, and Economic Development offices in one central location.
- In FY2003, the position titled Planning and Zoning Manager was changed to Assistant County Administrator and the related personnel costs were split between County Administration and Planning.
- For FY2004, there are no significant changes.

General Fund Expenditures	FY2000 Actual Expenditures	FY2001 Actual Expenditures	FY2002 Actual Expenditures	FY2003 Original Budget	FY2003 Expected Appropriations	FY2004 Adopted Budget
10121 County Administration						
Personnel Services	284,619	277,024	201,851	245,604	245,604	283,875
Contractual Services	168	200	127	200	200	400
Internal Services	4,219	4,941	6,793	8,428	8,428	9,400
Other Charges	8,419	7,373	10,901	10,525	10,525	10,600
Materials & Supplies	3,236	4,684	2,419	4,200	4,200	4,600
Capital Outlay	1,691	2,234	4,342	3,600	3,600	-
Activity Total	302,352	296,456	226,433	272,557	272,557	308,875
Percentage Change	-5.70%	-1.95%	-23.62%	20.37%	N/A	13.32%

FTE's

Management	2.00	2.00	2.00	2.00	1.50	1.50
Professional/Technical	-	-	-	-	-	-
Admin/Clerical	2.00	2.25	2.25	2.25	2.25	2.25
Trades & Crafts	-	-	-	-	-	-
Total	4.00	4.25	4.25	4.25	3.75	3.75

